



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE
NEW ORLEANS, LOUISIANA 70146-5000

COMNAVRESFORINST 1740.1A CH-2
N122

10 MAR 1997

COMNAVRESFOR INSTRUCTION 1740.1A CHANGE TRANSMITTAL 2

Subj : RESERVE Transition BENEFITS (RTB) FOR MEMBERS OF THE SELECTED RESERVE
(SELRES)

Encl: (1) Revised pages A-1 and A-2 of Appendix A to enclosure (1) of the basic instruction

1. Purpose. To issue change transmittal 2 to the basic instruction.

2. Action

a. Page 1-1, paragraph 101, add the following after the first sentence:

"Personnel accepting RTB must, subsequent to approval of their request; retire, resign, or be transferred to the Standby Reserve Inactive and will not be reaccessed into the Naval Reserve."

b. Page 1-1, paragraph 102a(5), change to read:

"promotion attrition due to failure of selection (may apply for category C benefits only);"

c. Page 2-2, paragraph 203f, change to read:

"Ensure the member makes an election within 40 days of removal from drill pay status. Members who fail to make their RTB election within the required time frame forfeit their RTB eligibility. Ensure that members understand that once their application for RTB has been approved and they accept the conditions of RTB, they will not be reaccessed into the Naval Reserve program. Retain the member in a drilling status until:"

d. Remove pages A-1 and A-2 of enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.

R. L. Surratt

RANDAL L. SURRATT
Chief of Staff

Distribution: (COMNAVRESFORINST 5218.2A)

List B1 (less FR17, FR19)

B2 (less FR16; NAMTRAGRU COMNAVRESFOR LIAISON, FT24)

C1 (29B1, 2811, 2812, 31H1, 31M2 only)

C2 (C61D, 39B1, 39B2, FR7 only)

E3 (50A only)

E6 (less FJA9)

F1 (FR13, FT93)

F2

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List A (A3 (N095), FH1 (BUMED (OOR)), A5 (Pers-911, Pers-913) only)

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APPENDIX A

ADMINISTRATIVE REMARKS
(NAVPERS 1070/613)
SAMPLE REMARKS

Sample A-1a (Separation Pay Acknowledgement for Officers)

"(Date): I acknowledge receiving separation pay under the provisions of Reserve Transition Benefits program. In conjunction with receiving this pay, I hereby request to resign my commission contingent upon approval of my request. My resignation will result in an Honorable Discharge from the Naval Reserve.

(Officer's Signature)

WITNESSED: "

Sample A-1b (Separation Pay Acknowledgement for Enlisted)

"(Date): I acknowledge receiving separation pay under the provisions of Reserve Transition Benefits program. I will be transferred to the Standby Reserve Inactive, and my records will be forwarded to Commanding Officer, Naval Reserve Personnel Center, New Orleans. Additionally, I will not be reaccessed into an active status. Should I subsequently receive basic pay, inactive duty training pay or military retired/retainer pay, I will have such pay or compensation reduced by 75 percent until the amount withheld through such reduction equals the total amount of separation pay.

(Enlisted Member's Signature)

WITNESSED: "

Sample A-2 (Early Qualification/Retirement)

"(Date): I acknowledge by retiring under the Reserve Transition Benefits Program, I can only be authorized future service in a Reserve Component when determined essential to the National Defense by the Secretary of the Navy.

(Member's Signature)

WITNESSED: "

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Sample A-3 (Informed about Reserve Transition Benefits (RTB))

"(Date): I have been informed about the provisions of the National Defense Authorization Act for Fiscal Year 1995 concerning Reserve Transition Benefits.

(Member's Signature)

WITNESSED: "

sample A-4 (RTB Election Form)

"(Date): I do/do not elect Reserve Transition Benefits by initialing my election and signing below. I also acknowledge that I will not be eligible for reaccession into the Selected Reserve:

Category A: Commissary, Exchange; and Morale, Welfare, and Recreation privileges and, if otherwise eligible, Montgomery GI Bill-Selected Reserve benefits (one but less than six years of qualifying service).

INT

Category B: Separation Pay (six but less than 15 years of qualifying service).

INT

Category C: Early Qualification for retirement at age 60 (fifteen but less than 20 years of qualifying service). I understand that I must submit a request for transfer to Retired Reserve status with my RTB application.

INT

Category D: Transfer to Retired Reserve status with Special Separation Pay (twenty years or more of qualifying service). I understand that I will receive a single, Special Separation Pay payment and that I must submit a request for transfer to Retired Reserve status with my Reserve Transition Benefits application.

INT

(Member's Signature)

WITNESSED: "

Sample A-5 (Montgomery GI Bill - Selected Reservist Counseling)

"(Date): I have been counseled regarding my Montgomery GI Bill-Selected Reserve eligibility status and advised that I am being involuntarily separated due to forced attrition. My eligibility for Montgomery GI Bill-Selected Reserve benefits will continue until my 10 year delimiting date.

(Member's Signature)

WITNESSED: "



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE

NEW ORLEANS, LOUISIANA 70146-5000

COMNAVRESFORINST 1740.1 CH-1
N122

06 NOV 1995

COMNAVRESFOR INSTRUCTION 1740.1 CHANGE TRANSMITTAL 1

Subj: RESERVE TRANSITION BENEFITS (RTB) FOR MEMBERS OF THE
SELECTED RESERVE (SELRES)

Encl: (1) Revised pages A-1 and A-2

1. Purpose. To issue change one to the basic instruction.
2. Action. Remove pages A-1 and A-2 from the basic instruction and replace with enclosure (1).


ROBERT F. SANDWEG
Chief of Staff

Distribution: (COMNAVRESFORINST 5218.2)

List B1 (less FR17, FR19)

B2 (less FR16, NAMTRAGRU COMNAVRESFOR LIAISON, FT24)

C1 (29B1, 281, 28H, 28I1, 28H1, 31H1, 31M1, 31M2 only)

C2 (C61D, 39B1, 39B2, FR7 only)

E2 (26TTT only)

E3 (50A only)

E6 (less FJA9)

F1 (FR13, FT93 only)

F2

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E3 (B2A (New Orleans (FMBA) only) only)

06 NOV 1995

APPENDIX A

ADMINISTRATIVE REMARKS
(NAVPERS 1070/613)
SAMPLE REMARKSSample A-1 (Separation Pay Acknowledgement)

"(DATE): I acknowledge receiving Separation Pay under the provisions of the Reserve Transition Benefits program. I will be transferred to the Individual Ready Reserve and my records will be forwarded to Commanding Officer, Naval Reserve Personnel Center, New Orleans. I understand that I am required to immediately inform the Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149-7800 of any change of status or address. Additionally, I will not be reaccessed into the Selected Reserve without prior approval from the Chief of Naval Personnel (Pers-911 for officers and Pers-913 for enlisted). Should I subsequently receive basic pay, inactive duty training pay, or military retired/retainer pay, I will have such pay or compensation reduced by 75 percent until the amount withheld through such reduction equals the total amount of separation pay.

(R)

(Member's Signature)

WITNESSED: "

Sample A-2 (Early Qualification/Retirement)

"(Date): I acknowledge by retiring under the Reserve Transition Benefits program, I can only be authorized future service in a Reserve component when determined essential to the National Defense by the Secretary of the Navy.

(Member's Signature)

WITNESSED: "

Sample A-3 (Informed about RTB)

"(Date): I have been informed of the provisions of the National Defense Authorization Act for Fiscal Year 1995 concerning Reserve Transition Benefits.

(Member's Signature)

WITNESSED: "

Sample A-4 (RTB Election Form)

"(Date): I do/do not elect Reserve Transition Benefits (RTB). I understand that failure to submit application for RTB within 40 days of separation from pay status constitutes forfeiture of RTB eligibility.

(Member's Signature)

WITNESSED: "

- - - - -

"(Date): I elect the following Reserve Transition Benefits by initialing my election and signing below:

INT Commissary, Exchange, and Morale, Welfare, and Recreation Privileges and if otherwise eligible, Montgomery GI Bill-Selected Reserve benefits.

INT Separation Pay (6 but less than 15 years of qualifying service)

INT Early Qualification for Retirement Pay at age 60. (Fifteen but less than 20 years of qualifying service.) I understand that I must submit a request for transfer to Retired Reserve status with my RTB application.

INT Transfer to Retired Reserve status with Special Separation Pay. (Twenty years or more of qualifying service.) I understand, I will receive a single, Special Separation Pay payment and that I must submit a Request for Transfer to Retired Reserve status with my Reserve Transition Benefits application.

(Member's Signature)

WITNESSED: "

Sample A-5 (Montgomery GI Bill - SELRES Counseling)

"(Date): I have been counseled regarding my Montgomery GI Bill-Selected Reserve eligibility status and advised that I am being involuntarily separated due to forced attrition. My eligibility for Montgomery GI Bill-Selected Reserve benefits will continue until my 10 year delimiting date.

(Member's Signature)

WITNESSED: "



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COMNAVRESFORINST 1740.1A
N122

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COMNAVRESFOR INSTRUCTION 1740.1A

Subj: RESERVE TRANSITION BENEFITS (RTB) FOR MEMBERS OF THE SELECTED RESERVE (SELRES)

Ref: (a) ALNAVRESFOR 54/94
(b) National Defense Authorization Act for Fiscal Year 1993
(c) National Defense Authorization Act for Fiscal Year 1994
(d) National Defense Authorization Act for Fiscal Year 1995
(e) OASD(RA) Memo of 30 Nov 94
(f) DASN(RA) Memo of 15 Nov 94
(g) CHNAVPERS ltr 1570 Pers-913 of 21 Jul 94
(h) BUPERSINST 1001.39A
(i) Title 10 United States Code, "Armed Forces" as amended
(j) Military Personnel Manual, Article 5030140
(k) Military Personnel Manual, Article 5030141

Encl: (1) SELRES RTB Program Procedures

1. Purpose. To provide comprehensive information, policies, and procedures for the RTB program and implement the policies contained in reference (a) .

2. Cancellation. COMNAVRESFORINST 1740.1 and ALNAVRESFOR 54/94.

3. Background. Reference (b) as amended by references (c) and (d) provided RTB for Selected Reservists who are involuntarily transferred or discharged from the SELRES during the force reduction transition period, beginning on 1 October 1991 and ending on 30 September 1999. The purpose of the legislation is to ensure that Selected Reservists are treated with fairness, with respect for their service to their country, with attention to the adverse personal consequences of SELRES unit inactivations, involuntary discharges and involuntary transfers of such members from the SELRES. References (e) and (f) provided revised SELRES transition program policy guidance. Reference (g) approved and designated Commander, Naval Reserve Force (COMNAVRESFOR) as final approval authority for the RTB program. Reference (h) is administrative procedures for Naval Reservists on inactive duty. Section 1331 of reference (i) governs age and service requirements for retired pay for nonregular service. References (j) and (k) provide instructions for the disposition of enlisted and officer service records, respectively.

4. Policy. Naval Reserve RTB Policy is provided in chapter 1 of enclosure (1) of this instruction.

5. Action

a. COMNAVRESFOR (N1) will manage the RTB program and adjudicate all RTB applications.

b. All Reserve activities will use enclosure (1) for processing RTB applications and ensure all Selected Reservists are made aware of rights and benefits under this program.

6. Forms. The following are forms mentioned within this directive.

a. DD 2529 (Rev. 11-88); U.S. Armed Forces Commissary Privilege Card; S/N 0102-LF-006-1700.

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b. DD 2384 and 2384/1; Selected Reserve Educational Assistance program (GI Bill) Notice of Basic Eligibility; S/N 0102-LF-002-3841.

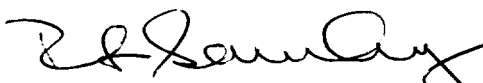
c. DD 1173-1 (Rev. 7-89); Department of Defense Guard and Reserve Family Member Identification Card; S/N 0102-LF-008-5000.

d. NAVPERS 1070/613 (Rev. 10-81); Administrative Remarks; S/N 0610-LF-077-5821.

e. NAVPERS 1570/12 (Rev. 10-73); Drill Muster Record; S/N 0106-LF-077-5821.

f. NAVRES 1321/2; Inactive Duty Training Orders Termination/Cancellation/Modification; S/N 0117-LF-013-2110.

g. NAVRES 1326/2; Enlisted Application and Orders to NAVRES Unit Termination/Modification; S/N 0117-LF-013-2611.


ROBERT F. SANDWEG
Chief of Staff

Distribution: (COMNAVRESFORINST 5218.2)

List B1 (less FR17, FR19)

B2 (less FR16, NAMTRAGRU COMNAVVAIRESFOR LIAISON, FT24)

C1 (29B1, 28I1, 28I2, 31H1, 31M2 only)

C2 (C61D, 39B1, 39B2, FR7 only)

E2 (26TTT only)

E3 (50A only)

E6 (less FJA9)

F1 (FR13, FT93)

F2

Copy to: (COMNAVRESFORINST 5218.2)

List A (A3 (N095), FH1 (BUMED (OOR)), A5 (Pers-911, Pers-913) only)

E3 (B2A (New Orleans (FMBA) only) only)

DIRECTIVE:
DATE OF DIRECTIVE:
SUBJECT
SEE: (where publication is maintained)
REMARKS:

NAVRES 5215/3 (REV 2-86)

07 AUG 1995SELRES RTB PROGRAM PROCEDURES
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CHAPTER 1

RTB PROGRAM POLICIES

101. General. The RTB program is designed to assist SELRES members who have been in a pay status for a minimum of 12 consecutive months, who are involuntarily separated, during the period 23 October 1992 through 30 September 1999 and who meet certain eligibility requirements. It will ensure that SELRES members are treated fairly and equitably for their service.

102. Criteria and Description of the Program

a. Involuntary Separation. For the purposes of the RTB program the reasons for involuntary separations from the SELRES (i.e. pay status), during the period 23 October 1992 and ending on 30 September 1999, that Selected Reservists may qualify for RTB are:

- (1) Unit deactivation;
- (2) billet loss;
- (3) eligible for and requested reenlistment but reenlistment is denied;
- (4) identified for separation by an Elimination from Active Status Board EASB);
- (5) promotion attrition due to failure of selection;
- (6) age 60/62 limit transfers;
- (7) promotion or advancement above Reserve Functional Area and Sex (RFAS) code (i.e., promoted out of a billet);
- (8) billet tenure transfers (i.e., Captain, Commander, Commanding Officer billet tenure);
- (9) community billet tenure (i.e., Judge Advocate General/Intelligence);
- (10) physical disqualification for retention (May apply for Category C benefits only.);
- (11) High Year Tenure (HYT). (May apply for Categories A through C benefits only.) Effective 1 January 1995, RTB Special Separation Pay payments will no longer be made to Reservists affected by the HYT policies in effect on 30 September 1991; and
- (12) Full Time Support (FTS) members who are involuntarily separated from active duty.

b. Separations that do not qualify for RTB:

- (1) Separation at member's own request, including resignation and discharge at expiration of obligated service;
- (2) separation due to unsatisfactory participation;
- (3) separation due to punitive reasons such as misconduct;
- (4) separation when eligible for retirement pay, immediate retainer pay, or active duty separation pay;

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(5) separation by reason of failure of the physical readiness standards;

(6) separation due to a member's refusing to accept a transfer or assignment to a different SELRES billet whose normal inactive duty training site is within a reasonable commuting distance as defined in reference (h) and service regulations or, if outside a reasonable commuting distance, was located at, or in close proximity to, the location of the unit with which the member has been affiliated and did not require a reduction in the member's grade;

(7) separation due to member's refusal to change rating as recommended by COMNAVRESFOR or Chief of Naval Personnel (CHNAVPERS);

(8) separation for purpose of entry on extended active duty (180 days or more) or for an immediate appointment or enlistment in another Reserve or active duty component;

(9) enlisted separation to accept a commission or appointment as an officer in the Naval Reserve;

(10) separation from a nonpay category (Individual Ready Reserve/Volunteer Training Unit); and

(11) separation of Selected Reservists in a billet/pay status for less than 12 months. If a member resumes drilling after a period of unsatisfactory participation, reestablishment/restart of drill documentation constitutes a voluntary break in SELRES service.

103. Entitlements. There are four RTB categories used to determine the level of separation benefits. These categories are based on years of qualifying service accrued by the member through the date the member is removed from the SELRES. For determining qualifying service refer to chapter 20 of reference (h). The four entitlement categories are:

a. Category A (1 but less than 6 years of qualifying service). Enlisted members and officers involuntarily separated from the SELRES from 1 October 1991 to 30 September 1999, as defined in article 102a of this instruction, having 1 but less than 6 years of qualifying service and in receipt of Notice of Basic Eligibility for entitlement to educational assistance under the Montgomery GI Bill-SELRES (MGIB-SR), will retain MGIB-SR eligibility and remain eligible for the educational assistance until the 10 year delimiting date. Members receiving increased assistance under the Sea College and General Detail programs as a result of active service will not have the assistance reduced by reason of involuntary separation from the SELRES. In addition, members involuntarily separated will be authorized continued use of Commissary and Exchange facilities and retain Morale, Welfare, and Recreation privileges for 2 years in the same manner as the member was authorized while in the SELRES.

b. Category B (6 but less than 15 years of qualifying service). In addition to Category A benefits, officers involuntarily separated due to unit and/or billet disestablishment and enlisted members involuntarily separated as defined in article 102a of this instruction, excluding those enlisted members involuntarily separated because of age limitations and physical disqualification for retention, having 6 but less than 15 years of qualifying service may be eligible to receive separation pay. Separation pay will be paid to eligible members by the Director, Defense Finance and Accounting Service Center, Cleveland, Ohio upon final adjudication by COMNAVRESFOR (N122B). Payments will be distributed by the Direct Deposit System (DDS) for members still having a valid DDS account established while in the SELRES. All others will receive payment by check. To calculate separation pay refer to section 301 of

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this instruction. Separation pay is calculated through the date of removal from pay status. Any period of service for which members have received separation pay will not count toward this benefit. Members receiving separation pay and who subsequently become eligible for pay, including drill pay, compensation, or retired pay, will have pay or compensation reduced at a rate of 75 percent per pay period until the amount withheld equals the separation pay received. Members who are involuntarily separated, and receive separation pay under this section will be completely separated from the Naval Reserve and their records will be forwarded to Naval Reserve Personnel Center. Members will not be reaccessed into the SELRES or VTU without prior approval from CHNAVPERS (Pers-911 for officers and 913 for enlisted). Ensure the Administrative Remarks (NAVPERS 1070/613), sample A-1 of appendix A of this instruction, is signed.

c. Category C (15 but less than 20 years of qualifying service). In addition to Category A benefits, enlisted members and officers involuntarily separated from the SELRES as defined in article 102a of this instruction, having at least 15 but less than 20 years of qualifying service may be eligible to elect nonregular retirement. The 6 years Reserve component affiliation required by reference (i) applies. Servicemen's Group Life Insurance is authorized for members approved in this category per reference (h). Members in this category who are beyond age 60 will be entitled to retired pay the date of RTB approval by COMNAVRESFOR.

(1) Members accepting Category C benefits will be advised that subsequent participation or return to a drill status is not authorized without prior approval of the Secretary of the Navy. Ensure members sign the Administrative Remarks (NAVPERS 1070/613) sample A-2 of appendix A of this instruction.

(2) Effective 5 October 1994, members having 15 but less than 20 years of qualifying service found medically unfit for continued service by competent medical authority and meet all other requirements for RTB, are eligible to apply for early qualification for nonregular service retirement. Disability must not be as a result of intentional misconduct, willful neglect, or willful failure to comply with standards and qualifications for retention or incurred during a period of unauthorized absence.

d. Category D (20 years or more of qualifying service). Officers who are noncontinued by CHNAVPERS as a result of EASB action and enlisted members involuntarily separated as defined in article 102a of this instruction, excluding those enlisted members who are involuntarily separated because of age limitations, HYT and physical disqualification for retention, having 20 years or more of qualifying service may be eligible to receive a single, special separation pay payment. Members, including age limitations, HYT and physical disqualification for retention also retain MGIB-SR and active component MGIB eligibility, if qualified, as in Category A and the benefits of Retired Reserve without pay status. Special separation pay will be paid by Defense Finance Accounting Service-Cleveland upon member's transfer to the Retired Reserve status. Payments will be distributed by DDS for members still having a valid DDS account established while in the SELRES. All others will receive payment by check. The 6 years Reserve component affiliation required by reference (i) still applies. Special separation pay does not affect the amount of, or eligibility for, retired pay at age 60. To calculate special separation pay, refer to section 302 of this instruction. Members accepting Category D benefits will be advised subsequent participation or return to a drill status is not authorized without prior approval of the Secretary of the Navy. Ensure members sign the Administrative Remarks (NAVPERS 1070/613), sample A-2 of appendix A of this instruction.

Note: As stated in article 101 of this instruction, members must have served a minimum of 12 consecutive months in a pay status to be eligible for RTB.

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CHAPTER 2

RTB APPLICATION PROCEDURES

201. General. Application procedures are complex and require attention to detail. All RTB applications will be submitted from the Naval Reserve Activity (NRA) directly to COMNAVRESFOR (N122B). In cases requiring a billet search, local, global and national billet searches will be conducted by the echelon IV command. Upon confirmation of nonavailability, the application is completed and submitted. COMNAVRESFOR (N122B) will adjudicate and take appropriate action on the application to obtain the benefits for which eligible.

202. Establishing the Effective Date

a. HYT. Personnel identified as reaching HYT must be removed from a pay status by 31 December of their HYT Calendar Year (CY).

b. Overage Limits. Member's effective date is established on the date of removal from being overage or the date of RTB approval whichever is later.

c. Officer Twice Failed of Selection. Member's effective date is established by the CHNAVPERs notification letter or earlier as directed by COMNAVRESFOR. Retirement eligible members will request a retirement date effective the first of the month following the separation date directed by higher authority. Twice failed of selection officers are only eligible for Categories A and C benefits.

d. EASB Members. Member's effective date is established by CHNAVPERs (Pers-911). Members are not authorized participation past the date directed in the notification letter.

e. FTS Members. FTS members (ADSW, TAR, Canvasser Recruiter and One-Year Recall) will affiliate with the closest NRA. Members unable to affiliate in a pay status will be assigned to the VTU solely to initiate an RTB application. The effective date of RTB eligibility is the date member is released from active duty. FTS members must be eligible for affiliation/reenlistment, and must satisfy the 12 months in pay status requirement to be eligible for RTB.

f. All Other Involuntary Separations. The effective date is the date of separation from the SELRES.

203. Application Preparation. The NRA will:

a. Upon identifying member as an involuntary separation from a SELRES status, ensure the member is counseled and the Administrative Remarks (NAVPERs 1070/613) sample A-3 of appendix A of this instruction is signed acknowledging provisions of reference (b) and is filed in the member's service record.

b. Verify member's eligibility and satisfactory SELRES participation for the last 12 consecutive months.

c. If applicable, conduct a local billet search. If no billet is available, forward the application for transition benefits to COMNAVRESFOR (N122B).

d. Ensure members involuntarily separated initial and sign the Administrative Remarks (NAVPERs 1070/613) sample A-4 of appendix A of this instruction indicating level of eligibility.

e. Prepare the RTB application per appendix B of this instruction for all applicants and ensure inclusion of required enclosures. Members requesting transfer to the Retired Reserve will submit an original retirement request for transfer to Retired Reserve status not less than 6 months and not more than 12

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months in advance of the requested retirement date. Ensure member's request for retirement is included with their RTB application. If the RTB application is returned/disapproved, the member's request for transfer to Retired Reserve status will be returned with no action taken.

Note: Upon receipt of RTB applications by COMNAVRESFOR (N122B), members are frozen in their current unit. NRAs will no longer be able to apply Reserve Standard Training, Administration and Readiness Support (RSTARS) system loss entries. Therefore, it is essential that members be transferred to nonpay status before submission of their RTB application if possible. Upon adjudication, COMNAVRESFOR (N122B), will apply RSTARS loss entries from the current unit. For those members requiring transfer before adjudication of their RTB application, the NRA must contact COMNAVRESFOR (N122B) for assistance.

f. Ensure member makes an election within 40 days of removal from pay status. Members who fail to make their RTB election within the required time-frame forfeit RTB eligibility. Retain members in a drilling status until:

(1) Retirement date. Members separated from the SELRES by higher authority with a directed retirement date, must request retirement on or before that date. Members not having a mandatory retirement date established by higher authority will request a retirement date within 6 to 12 months of the RTB application.

(2) HYT limiting date. Members separating as a result of HYT must be removed from the SELRES by 31 December of the CY they reach HYT. If retirement eligible, (Category C benefits only) the member's original retirement request must accompany the RTB application and be prepared per reference (h). To expedite processing, the RTB application should be submitted a minimum of 6 months prior to the requested retirement date.

(3) Overage limiting date. CHNAVPERs (Pers-913) will establish the limiting date for overage personnel per reference (h). Ensure CHNAVPERs authority has been obtained prior to submission of RTB application.

(4) In Assignment Processing Status. Personnel must be removed from drill pay status per current guidance or as directed.

(5) EASB Limiting Date or Twice Failed of Selection. Officer's separating as a result of failure of selection or EASB must request retirement by the date specified by higher authority.

g. Ensure members eligible for change of rating through direct conversion submit using appendix B of this instruction. Failure to submit change of rating information will delay processing.

h. Submit only enclosures (1) and (2) of appendix B of this instruction for members eligible for commissary, exchange facilities, MWR, and MGIB-SR benefits.

i. Ensure the Administrative Remarks (NAVPERS 1070/613), sample A-5 of appendix A of this instruction, is attached to the RTB application for members who are eligible for MGIB-SR benefits.

j. Comply with and make hard copies of RSTARS messages received from higher authority. Maintain these messages for 2 years along with the RTB case file for each member.

k. Cancellation of RTB requests must be accomplished before adjudication of member's package by COMNAVRESFOR (N122B). NRAs are to request cancellation of RTB applications if a local billet becomes available while an RTB request is in processing. Cancellation requests are to be forwarded to COMNAVRESFOR

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(N122B). Ensure members requesting cancellation of their RTB application are counseled and sign the Administrative Remarks (NAVPERS 1070/613), sample A-6 of appendix A of this instruction, and forward a copy to COMNAVRESFOR (N122B).

l. Ensure members agreeing to accept billet assignment at a training site located outside a reasonable commuting distance, per reference (h), sign the Administrative Remarks (NAVPERS 1070/613), sample A-7 of appendix A of this instruction, acknowledging acceptance of this assignment constitutes declining RTB entitlement.

m. Upon notification of approval/disapproval, ensure the following administrative procedures are followed:

(1) For members approved for transfer to Retired Reserve status, make the required service record entries per reference (j) for enlisted and reference (k) for officers. COMNAVRESFOR (N122B) will make the appropriate RSTARS loss entries. Ensure all RTB Administrative Remarks (NAVPERS 1070/613) are in the member's service record before forwarding to NAVRESPERSSEN. Do not change the member's MGIB-SR eligibility code in RSTARS.

(2) For members transferring to the Individual Ready Reserve, make the required service record entries per reference (j) for enlisted and reference (k) for officers. COMNAVRESFOR (N122B) will make the appropriate RSTARS loss entries. Do not change the member's MGIB-SR eligibility code in RSTARS. Ensure all RTB Administrative Remarks (NAVPERS 1070/613) are in the member's service record before forwarding to NAVRESPERSSEN. The remarks section of member's Termination/Modification of Orders to a Naval Reserve Unit (NAVRES 1321/2 for officers or NAVRES 1326/2 for enlisted) must contain the following entry: "Member involuntarily separated from the SELRES and transferred to the Individual Ready Reserve effective (date). Member has been made aware of the Defense Authorization Act for Fiscal Year 1995 concerning RTB and has signed the required Administrative Remarks (NAVPERS 1070/613). Member has been approved for (category of RTB) under the provisions of the RTB Program."

n. Issue a Reserve Dependent Identification Card (DD 1173-1) and Commissary Privileges Card (DD 2259) for members approved for RTB, but not eligible for Retired pay for nonregular service at or after age 60. Issue a Reserve Dependent Identification Card with an expiration date 2 years from the date of release or discharge from the SELRES with the letters "TA" (Transition Assistance) stamped in red on the front of the card. Issue Commissary Privileges Card (DD 2259) for 2 years from member's release or discharge date.

204. Application Submission. RTB applications will be submitted directly to COMNAVRESFOR (N122B) using the following schedule:

<u>TYPE APPLICATION</u>	<u>TIME FRAME</u>
HYT RETIREMENT (Category C only)	Six to twelve months in advance of requested retirement date.
HYT, OTHER THAN RETIREMENT (Categories A and B)	Six months prior to 31 Dec CY HYT.
OVERAGE LIMITS (Categories A and C only)	Reference (h) provides specific guidance concerning officer and enlisted personnel. Members not requesting age waivers must request retirement per reference (h).
TWICE FAILED OF SELECTION FOR OFFICER'S (Categories A and C only)	As soon as possible upon receipt of notification from higher authority.

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<u>TYPE APPLICATION</u>	<u>TIME FRAME</u>
EXCEEDS IAP (Categories A-D for officers and enlisted)	Submit application upon member's transfer to nonpay status.
BILLET DELETION/ UNIT RELOCATION (Categories A-D)	Immediately after receipt of notification of billet/unit deletion or relocation. Reason for billet loss must be explained.
PROMOTION/ ADVANCEMENT (Categories A and C for officers and A-D for enlisted)	Submit the effective date of the promotion/advancement.
OTHERS (Categories A and C only)	Loss due to ceiling point management, billet and community tenure limits. Submit applications upon member's transfer to nonpay status.
FTS (Categories A-D)	Immediately upon assignment to the VTU.
EASB (Categories A-D)	Immediately after receipt of notification of noncontinuation.

205. Special Circumstances

a. In cases where a member is designated as a selectee for promotion/advancement, and would effect members retention in the SELRES, RTB cancellation requests will be forwarded to COMNAVRESFOR (N122B).

b. Members with approved or pending RTB applications will not perform active duty for special work, annual training, active duty training, inactive duty training travel, or additional inactive duty training. Transfer aviation officers to a Duty Involving Flying Denied Status.

c. Advanced paygrade members whose rate is not permanent by the effective date of separation will be reverted back to permanent grade. Benefits will be calculated on the permanent rate. Ensure members sign the Administrative Remarks (NAVPERS 1070/613) sample A-8 of appendix A of this instruction.

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CHAPTER 3

SEPARATION PAY CALCULATIONS

301. Separation Pay

a. Members with 6 but less than 15 years of qualifying service may be eligible for Separation Pay. The calculation is provided below.

Formula: $SEPARATION\ PAY = .15(Total\ Points/360) (62) (Base\ Pay/30)$

Sample: An E5 with 12 years of qualifying service having a total of 1650 points with an active duty base pay of \$1,599.90 based on a pay entry base date of 10 July 1971.

$SEPARATION\ PAY = .15(1650/360) (62) (1,599.90/30)$

$SEPARATION\ PAY = .15(4.583)(62)(53.33)$

$SEPARATION\ PAY = \$2,273.02$

b. Any period for which the member has previously received separation/severance pay, under any provision of law based upon the member's service in the Armed Forces, cannot be used in determining eligibility under the SELRES Separation Pay category of RTB. (Example: A member who receives separation pay upon leaving active duty must complete 6 years of qualifying service in the Naval Reserve to have sufficient service to qualify for this benefit.)

302. Special Separation Pay

a. Members with greater than 20 years of qualifying service may be eligible to receive Special Separation Pay. The calculation is:

Formula: $Special\ Separation\ Pay = (Monthly\ Base\ Pay) (12) (5\ percent\ for\ 20\ years\ of\ service) (plus\ .005\ percent\ for\ every\ year\ past\ 20\ years,\ not\ to\ exceed\ a\ maximum\ of\ 10\ percent.\))$

Example: A member with 23 years of qualifying service has a percent multiplier of .065. The percentage is computed as follows:

$Percentage = (5\ percent\ (for\ 20\ years)) + ((3) (1/2\ percent) (the\ 3\ years\ past\ 20))$

$Percentage = .05 + .015$

$Percentage = .065$

Sample: An E8 with 27 years of qualifying service entitled to active duty base pay of \$2,808.60 based on a pay entry base date of 20 July 1966.

$Special\ Separation\ Pay = (\$2,808.60) (12) (.05+((7)(.005\ percent)))$

$Special\ Separation\ Pay = (\$2,808.60)(12)(.05 + .035)$

$Special\ Separation\ Pay = (\$2,808.60) (12) (.085)$

$Special\ Separation\ Pay = \$2,864.77$

b. The Special Separation Pay is one single payment effective January 1, 1995.

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APPENDIX A

ADMINISTRATIVE REMARKS
(NAVPERS 1070/613)
SAMPLE REMARKSSample A-1 (Separation Pay Acknowledgement)

"(Date): I acknowledge receiving Separation Pay under the provisions of the Reserve Transition Benefits program. I will be transferred to the Standby Reserve Active and that my records will be forwarded to Commanding Officer, Naval Reserve Personnel Center, New Orleans. Additionally, I will not be reaccessed into the Selected Reserve without prior approval from the Chief of Naval Personnel (Pers-911 for officers and 913 for enlisted). Should I subsequently receive basic pay, inactive duty training pay, or military retired/retainer pay, I will have such pay or compensation reduced by 75 percent until the amount withheld through such reduction equals the total amount of separation pay.

(Member's Signature)

WITNESSED: "

Sample A-2 (Early Qualfication/Retirement)

"(Date): I acknowledge by retiring under the Reserve Transition Benefits program, I can only be authorized future service in a Reserve component when determined essential to the National Defense by the Secretary of the Navy.

(Member's Signature)

WITNESSED: "

Sample A-3 (Informed about RTB)

"(Date): I have been informed of the provisions of the National Defense Authorization Act for Fiscal Year 1995 concerning Reserve Transition Benefits.

(Member's Signature)

WITNESSED: "

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Sample A-4 (RTB Election Form)

"(Date): I do/do not elect Reserve Transition Benefits (RTB). I understand that failure to submit application for RTB within 40 days of separation from pay status constitutes forfeiture of RTB eligibility.

(Member's Signature)

WITNESSED: "

- - - - -

"(Date): I elect the following Reserve Transition Benefits by initialing my election and signing below:

INT Commissary, Exchange, and Morale, Welfare, and Recreation Privileges and if otherwise eligible, Montgomery GI Bill-Selected Reserve benefits.

INT Separation Pay (6 but less than 15 years of qualifying service)

INT Early Qualification for Retirement Pay at age 60. (Fifteen but less than 20 years of qualifying service.) I understand that I must submit a request for transfer to Retired Reserve status with my RTB application.

INT Transfer to Retired Reserve status with Special Separation Pay. (Twenty years or more of qualifying service.) I understand, I will receive a single, Special Separation Pay payment and that I must submit a Request for Transfer to Retired Reserve status with my Reserve Transition Benefits application.

(Member's Signature)

WITNESSED: "

Sample A-5 (Montgomery GI Bill - SELRES Counseling)

"(Date): I have been counseled regarding my Montgomery GI Bill-Selected Reserve eligibility status and advised that I am being involuntarily separated due to forced attrition. My eligibility for Montgomery GI Bill-Selected Reserve benefits will continue until my 10 year delimiting date.

(Member's Signature)

WITNESSED: "

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"(Date): I have been informed of the provisions of the National Defense Authorization Act for Fiscal Year 1995 concerning Reserve Transition Benefits (RTB) and elect to cancel my RTB application. I acknowledge that this decision renders me ineligible for RTB. I also understand that to receive RTB at a future date, I must reestablish eligibility to qualify.

(Member's Signature)

WITNESSED: "

Sample A-7 (Volunteer for pay billet outside of commuting distance)

"(Date): I volunteer to accept assignment to a pay billet outside reasonable commuting distance. I acknowledge that this assignment renders me ineligible for Reserve Transition Benefits. I also understand that to receive Reserve Transition Benefits at a future date, I must reestablish eligibility to qualify.

(Member's Signature)

WITNESSED: "

Sample A-8 (Advanced Paygrade)

"(Date): I acknowledge I am being nominated for Reserve Transition Benefits prior to making my rate permanent under the provisions of the Advanced Paygrade/Other Service Veteran/Navy Veteran Program. I understand that the benefits received will be based on my permanent paygrade.

(Member's Signature)

WITNESSED: "

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APPENDIX B

SAMPLE APPLICATION FOR RTB

From: Commanding Officer, Naval Reserve Activity
To: Commander, Naval Reserve Force (N122B)

Subj : APPLICATION FOR RESERVE TRANSITION BENEFITS (RTB) IN THE CASE OF (RATE/
RANK, FIRST, MIDDLE INITIAL, LAST, USNR, SOCIAL SECURITY NUMBER)

Ref: (a) COMNAVRESFORINST 1740.1A
(b) BUPERSINST 1001.39A (when applicable)

Encl: (1) Copy of all RTB Elections (Administrative Remarks (NAVPERS
1070/613))
(2) Copy of Drill Muster Record (NAVPERS 1570/12) (for past 12 months)
(3) Copy of Higher Authority Directive (i.e., High Year Tenure Letter,
Elimination from Active Status Board Letter) (if applicable)
(4) Original Request for Transfer to the Retired Reserve (With or
Without Pay) (if applicable)
(5) Copy of DD 214

1. Per reference (a), the following member may be eligible for and is hereby
nominated for RTB:

- a. Rate/Rank and effective date: YN1 or LCDR/YMMDD
 - b. Navy Enlisted Classification Code or Naval Officer Billet Classifi-
cation Code/Designator: 0000/0000 or 0000
 - c. Pay Entry Base Date: YMMDD
 - d. Date of birth: YMMDD
 - e. Home address and telephone number:

Street
City, State, Zip Code
(Area Code) Telephone Number
 - f. Reserve Unit Identification Code/Unit Assigned/Billet Assigned
(Reserve Billet Sequence Code/Active Unit Identification Code):
 - g. Is member receiving an incentive bonus: (Yes/no)
 - h. Reason for possible RTB (i.e., High Year Tenure): Full explanation
required.
 - i. Date transferred to nonpay status: YMMDD.
 - j. Previous Voluntary or Involuntary Separation Pay received by member/
date received: \$/YMMDD.
 - k. Selected Reserve Educational Assistance Program (G. I. Bill) Notice of
Basic Eligibility issued: (Yes/no) Benefits start date:
 - l. Additional comments: (as desired)
2. Enclosures (1) through (5) are forwarded.

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3. The following additional information is submitted in case a reassignment/billet is not available and direct conversion change of rating is requested:

(Note: This paragraph is only required for members who qualify per reference (b).)

- a. Requested rate: (i.e., DP2).
 - b. Enlisted Community Manning Objective Category for E6 and below (i.e., A, B, C)
 - c. Civilian occupation Code: 000.000-000.
 - d. Eligibility requirements completed: (i.e., DP3, DP2, PARS for DP2).
4. My point of contact is (rate, name) and may be contacted at (Commercial/Defense Switched Network).

(Signature)

